

VMR-VRO CHECKLIST MAIN LOCATION AND ADDRESS

Narrative – “Main” addresses and locations are set up when:

- There is a single address, or
- There are multiple addresses and locations to choose from.

This checklist will address how to set up the Main location as a single location and when there are multiple locations to choose from.

Guideline Reference – *How a Location is Used*

Navigation - Vendors>Vendor Setup/Maintenance>Vendor Information

Instructions for New Vendors with a single address -

1. SetID: SHARE

The screenshot shows the 'Vendor Information' form. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. Below the tabs, there are three input fields: 'SetID:' with the value 'Share' and a magnifying glass icon, 'Vendor ID:' with the value 'NEXT', and 'Persistence:' with a dropdown menu showing 'Regular'. At the bottom of the form, there is a yellow 'Add' button.

1. Search to see if your vendor is already set up. If not, add a new value.
2. Set up Identifying Information page as always.
3. Enter the name of the city as the description.
4. Enter the address
5. Save
6. Click on the location tab.
7. *Location title – MAIN.
8. Location Description – MAIN or the city and state

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9. Check the 'Default' box.
10. Enter the address number for the Main address in all of the boxes named *Address.
11. Save.

Adding Locations to Existing Vendors -

1. Search for the vendor requiring multiple locations or addresses. For this checklist, we will assume the vendor has only one address and one location set up and you need to add at least one more location that users can choose to use.
2. Set up a new address that will be called MAIN.
3. Enter 'CHOOSE A CORRECT LOCATION' in Address line 1
4. Enter XXXXX in City
5. Enter 'ND' in State
6. Enter 00000 in the zip code
7. NO ACH OR 1099 INFORMATION SHOULD BE ENTERED ON THE MAIN LOCATION.
8. If your new location(s) can use the existing, original address, you will not have to set up any others.
9. Set up new locations as needed. You can have bank account or 1099 reporting set up that is unique for these locations. Tie the appropriate remitting address in all address fields of the location.
10. Enter why the new location was set up in the Comments field, the date and your initials.
11. Set up a new location for remitting payments to the original address. This location should be called "REMIT" if not already used, and the description should contain the city and/or address corresponding to the original address.
12. Update the MAIN location to be the "dummy" location. This requires the VMR to:
 - a. Add a new effective-dated row.

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- b. Remove all ACH/bank information on the location under 'Bank Accounts' and 'Payment Options' links. **THIS STEP IS REQUIRED.**
- c. **IMPORTANT:** You cannot remove any reporting information once it's been entered. You can, however, remove all checkmarks under the 'Withhold' heading and the default class as shown below. As long as this is done on an effective-dated row and not using 'Correct History', reportable payments made on the Main location previously will not be lost.

Withholding Vendor Information

SetID: SHARE Vendor: NEXT Location: MAIN Eff Date: 08/03/2007

Reporting Info

Withholding Jurisdiction									
Main Information		Hold/Condition		Remit		Customize Find View All First 1-2 of 2 Last			
*Entity	*Type	*Jurisdiction	Default Jur	*Default Class	*Rule Indicator	Rule	Withhold		
IRS	1099	FED	<input checked="" type="checkbox"/>	07	Default		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+ -
IRS	1099	FED	<input type="checkbox"/>	01	Default		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+ -

- d. Document your actions under the 'Comments' field of the Main location.
8. Finally, change the description of the updated MAIN location to read "Choose the Correct Location."

All the above steps change the purpose of the Main location from being a single default location to a "dummy" collection of multiple payment and 1099 reporting methods.

Feel free to contact the Vendor Registry Office at spovendor@nd.gov for help or guidance in entering or updating vendor information. The Vendor Registry Office will to research the information, take the appropriate action and respond to your inquiry in a timely manner.